Tips for Completing TN Fire Incident Reporting System (TFIRS) Reports

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- **TFIRS data should be submitted within 10 days of the occurrence of the incident.** T.C.A. 68-102-111(a) mandates the reporting of all fire incidents within 10 days of the occurrence of the fire. While non-fire calls are not mandated, we request their submission as well. We want you to get credit for all emergency responses, not just fires.   **This section also grants civil immunity for information reported to TFIRS**, provided that you act in good faith and without malice.   FEMA FIRE Act grant recipients are required to report to TFIRS.

- **Fire departments using the USFA Data Entry Tool (DET)** must download the newest version of NFIRS, Version 5.3.4 (effective May 24, 2005).   All other versions of the DET must be removed. Go to to www.nfirs.fema.gov. Click on User Section, then User Login. After logging in, click on Download Software under User Section. Follow the directions. Or email Dennis at dennis.mulder@state.tn.us and request the new version on a CD.   Data submitted to TFIRS is automatically sent to NFIRS.

- **Password Requirement.**   All passwords must be between 8 and 15 characters long, with at least one numeric character. You must login at least once every 60 days. The system will automatically deactivate accounts that have not been accessed in 60 days. This requirement applies to both users of the USFA Data Entry Tool and the Bulk Import Utility.

- **Bulk Import Utility**. All departments using commercial incident reporting software to record their data should use the Bulk Import Utility (BIU). The BIU lets departments using upload their NFIRS transaction files directly rather than sending them on a disk or as an e-mail attachment. Go to www.nfirs.fema.gov , click on Web-based Tools and then BIU.   If you do not have an active NFIRS 5.0 account, register at www.nfirs.fema.gov . Click on User Section, then User Registration under User Section. Follow the directions. Use your FDID for the username. Email Dennis to let him know you have registered. After you have been notified your account is active, you can begin using the BIU.

- **The Incident Type (IT) is the actual situation emergency personnel find on the scene** when they arrive, but if a more serious condition developed after the fire department's arrival on the scene, that incident type should be reported. Use the fire codes for incidents involving fire and hazardous materials or fire and EMS. You will have an opportunity to describe multiple actions taken later in the report. In general, use the lowest numbered series that applies to the incident.   Be specific in what is entered in the Incident Type. Do not use 100 – Fire Other unless no other fire code applies.   Fires out on arrival are reported as fires. A fire is a hostile, uncontrolled burning: building fires are IT 111, mobile home fires 121, car fires 131, grass fires 143 and rubbish fires are 151. Controlled burning with or without a permit is not a fire according to this definition: unauthorized burning is IT 561, authorized burning is 631.

- **All civilian *fire* casualties are required to be reported to the State Fire Marshal** by using the NFIRS-4 Civilian Fire Casualty Module. A *fire casualty* is a person who is injured or killed as a result of a fire, including escape from the fire. If a victim dies after the original fire incident has been filed with the state, a CHANGE transaction must be submitted for that incident changing the injury to a death.

- **The Fire Service Casualty Module is required for ANY firefighter injury**, regardless of whether it is associated with a response, training, or working on trucks in the station, etc.

- **Estimated Dollar Losses & Values field (G2) requested for all structure fires**. This figure is a rough estimate of the total loss to the structure and contents. One method is to multiply the pre-incident value of the structure by the percentage of area damaged. Estimate the area damaged and divide by total area to get percentage. Pre-incident value and total area are available under Real Estate Assessment Data at www.comptroller.state.tn.us/propertydata . Search by owner name or address for every county except Unicoi. Improvement value is structure value. Unless the structure is empty, one method to estimate contents loss is to take half of the estimated structure loss. **Main floor size** (Structure Fire Module, Section I4) is a **required** field. This figure is available at the same website.

- **Location of Incident -** Basic Module, Field B. When either "Directions" or "Intersection" is selected for the location of an incident, one street name should be entered on the "Street or Highway" line and the directions or cross street should be entered on the "Cross Street or Directions" line.

  Vehicle Fires - If a vehicle on fire is located in or on a building or other structure it would be coded as a vehicle fire, unless the structure becomes involved; then it would be coded as a structure fire.   Once the incident is coded as a structure fire, the vehicle(s) would be considered contents. The Remarks Section would be used to identify the vehicles involved. If an incident is coded as a vehicle fire and the vehicle was involved in ignition, capture make and model in the Mobile Property Section.

- **Cancelled enroute** - If your fire department is dispatched and **cancelled enroute**, the Incident Type should be 611, the Arrival Time should be the same as Cleared Time, and the Incident Action Taken should be 93 (cancelled enroute).

- **Aid Given -** If aid is given (codes 3, 4 or 5), then only the information on the Basic module through block G1 (Resources) must be completed by the department giving aid **unless** a fire service casualty also occurs; then the giving department must also complete the Fire Service casualty module.

- **Resources** (Basic Module, G1) The **total** number of fire department personnel and apparatus (suppression, EMS, other) that responded to the incident whether they arrived at the scene or were canceled before arrival. THIS FIELD SHOULD NOT BE USED TO IDENTIFY THE NUMBER ASSIGNED TO A PARTICULAR APPARATUS SUCH AS "521" OR "89". Do not count non-fire department vehicles or personnel. POVs and the chief's car should be entered under Other.

- **Exposures** - are limited to fire incidents only (not haz mats). The exposure number is a sequential number assigned by the officer in charge to each exposure fire resulting from the original fire. **Enter "000" if the incident is the primary fire or a non-fire and not an exposure fire**. The number "001" should be used for the first exposure fire, "002" for the second exposure fire, etc. In a fire involving exposures, **an additional Basic Module must be completed for each exposure.**

  The use of exposure fire is limited to situations where there is actual flame damage. If the adjacent property is damaged due to water, heat, smoke or fire control, include the damage in the primary report (Exposure 000). The owner/occupant information can be captured in the Remarks section or on NFIRS Form 1S, Supplemental Report. Multiple person and entities involved can be documented on this report. The number of buildings involved should be documented in the Fire module, Section B2.

  Vehicle fire exposure - If a vehicle parked in a parking ramp catches fire and two other vehicles with separate individual owners catch fire from the first vehicle, treat each of the two other vehicles as a separate exposure. If, instead, a fleet of vehicles is involved and they all have the same corporate owner then they may all be treated as a single exposure.

- **If your fire department has "no activity"** for a particular month, open up a new incident, fill out Section A, check the "no activity" box and SAVE. This response will indicate your department is actively participating in the TFIRS 5.0 system. The incident date should indicate the last day of the month in which your department had "no activity", e.g., 07/31/2005 for July 2005.